PROJECT OBJECTIVES, GOALS, AND IMPLEMENTATION (POGI)
Global Undergraduate Exchange Program (Global UGRAD) for EAP and WHA
ECA-ECAAE-14-007
Office of Academic Exchange Programs

The POGI guidelines apply specifically to the Request for Grant Proposals (RFGP) issued by the Office of Academic Exchange Programs for the FY 2014 Global Undergraduate Exchange Program for East Asia and the Pacific and the Western Hemisphere (Global UGRAD for EAP and WHA). Proposals must conform to the RFGP, the guidelines stated in this document, and the standard Proposal Submission Instructions (PSI). Applications not adhering to the conditions set forth herein may be deemed technically ineligible. These guidelines are specific to the program mentioned above and are IN ADDITION TO the Standard Guidelines outlined in the PSI. If there is a perceived disparity between the standard and program specific guidelines and the program information supplied in the accompanying RFGP, the RFGP is to be the dominant reference.

I. STATEMENT OF WORK

Subject to the availability of funds, the Bureau of Educational and Cultural Affairs (ECA) of the U.S. Department of State expects to make one award of up to $3,775,000 to administer the FY 2014 Global Undergraduate Exchange Program for EAP and WHA.

In FY 2014 at the projected funding level, it is expected that this program will provide no less than 145 one-semester and full academic year scholarships to promising students from underrepresented sectors of East Asia and the Pacific and the Western Hemisphere for non-degree undergraduate study in the United States at accredited two- and four-year institutions of higher education.

Responsibilities for the administration of the Global UGRAD Program in EAP and WHA include:

1. Review nominated candidate dossiers to determine competitiveness/suitability for field of study;
2. Review academic credentials for completeness;
3. Secure and provide Public Affairs Sections (PAS) and bi-national Fulbright Commissions with TOEFL vouchers for program nominees to register for the TOEFL exam;
4. Coordinate with U.S. Embassies and Commissions on the submission of required academic program documentation (medical forms, transcripts, etc.)
5. Coordinate the recruitment and selection of appropriate host institutions from throughout the United States for academic placements;
6. Ensure that participants receive orientation upon arrival in the U.S.;

7.   Enroll participants in the ECA's Accident and Sickness Program for Exchanges (ASPE) and assist with claims as necessary;
8.   Evaluate language skills of candidates and enroll in pre-academic English courses as necessary;
9.   Place the participants at appropriate U.S. institutions for academic program study;
10.   Arrange ground transportation for participants from the airport to the host institution upon arrival in U.S., and from host institution to the airport at the end of program;
11.   Facilitate enrichment activities for participants;
12.   Assist all participants in arranging community service;
13.   Arrange internships for all academic-year student participants;
14.   Monitor participants' adjustment and academic performance;
15.   Evaluate the program and its impact on the participants and their communities during their stay in the U.S., and after they return to their home countries;
16.   Manage financial aspects of the program (e.g., participant stipends, housing allowances, accident insurance, host university agreements, activity costs);
17.   Report programmatic, financial and statistical information to ECA;
18.   Manage and monitor all aspects of the participants' J-1 visas, including the issuance of DS-2019s;
19.   Respond fully and promptly to requests for information from ECA relating to the participants and alumni.

In this Cooperative Agreement the Office of Academic Exchange Programs (ECA/A/E) is substantially involved in program activities beyond routine monitoring. In this program ECA/A/E will:

1.   Participate in the design and direction of program activities;
2.   Make final selections of all program participants;
3.   Approve and provide input for all program agendas and timelines;
4.   Approve all student placements;
5.   Provide guidance in the execution of all project components;
6.   Monitor the target goal for the number of participants and the expenditure of funds toward meeting that goal;
7.   Arrange for State Department speakers at workshops;
8.   Assist with SEVIS-related issues;
9.   Assist with participant emergencies;
10.   Provide liaison with Public Affairs Sections of the U.S. Embassies, bi-national Fulbright Commissions, and country desk officers at the State Department;
11.   Provide program evaluation and feedback to award recipient.

II. PROGRAM SPECIFIC GUIDELINES

For the Academic Year 2014-2015 program, the award recipient will be expected to place no less than 145 participants (32 for the full academic year and 33 for one-semester from EAP, and 30 for the full academic year and 50 for one-semester from WHA) at U.S. colleges, universities, and community colleges. The following "Program Specific Guidelines" elaborate upon the

responsibilities enumerated in the "Statement of Work."

A. Program Planning and Management

Scholarships for the Global UGRAD Program will be awarded for one semester or one academic year, depending on the home country, the student applicant's interests, availability, and the overall needs of the program. Participants are expected to return to their home countries upon conclusion of their scholarship program. ECA will not consider participant transfers from the Global UGRAD Program to any other U.S. institution or Exchange Visitor Program.

Recruitment and Selection
Participants from East Asia and the Pacific and the Western Hemisphere will be identified and nominated by U.S. Embassies and/or Fulbright Commissions in the participating countries, with selections made by ECA in consultation with the award recipient. Participants will be highly motivated undergraduate students from colleges, universities, and other institutions of higher education in the selected countries overseas who demonstrate leadership through academic work, community involvement, and extracurricular activities.

The Global UGRAD Program competition will select participants who are citizens, nationals or permanent residents of, and reside in, one of the participating countries. Every effort will be made to select a balanced mix of male and female participants, and to recruit participants who are from non-elite or underprivileged backgrounds, from both rural and urban areas, and who have had little or no prior experience in the United States or elsewhere outside of their home country. All participants will have an adequate knowledge of English or demonstrate that with pre-academic English language training they will attain a satisfactory level to secure admittance into the host institution's academic program.

Allowances
The proposal should present a participant maintenance allowance in accordance with the suggestions below or an alternative benefit package that includes the costs of campus housing, meals, books, and incidental expenses. The award recipient will monitor and directly distribute approved allowances (e.g. monthly maintenance, enrichment allowance) and reimbursements (e.g. relevant fees), authorize special allowances as required (e.g. re-entry program travel allowances, holiday break allowance); clarify policies and procedures; and resolve problems relating to grant benefits and payments.

Suggested amounts for allowances are:

- Monthly Maintenance Allowance: $300/month
- One-time Settling-in Allowance: $100 (for items needed immediately upon arrival and not provided by host institution)
- Book Allowance: $350/semester
- Enrichment Allowance: $500/one-year, $250 one-semester (dispersed via an "application" process or other mechanism)

Housing & Meals
Program participants should be placed in on-campus housing and have access to a comprehensive meal plan with provisions for religious-specific or other dietary needs. Participants should be paired with U.S. student roommates, not other Global UGRAD Program participants or international students.

The proposal should include a description of appropriate accommodations for participants' religious observances and ensure options to meet particular needs such as single-gender and substance-free dorms/floors.

The proposal should also account for how participants will be housed and fed during periods when campus housing is closed (e.g. Christmas break).

Fields of Study
All fields of study are eligible and individual PAS and Commissions will nominate participants based on country priorities. PAS and Commissions have been informed about placement limitations for participants in clinical fields of study.

Academic Components
Both semester and academic-year scholarship participants should be enrolled full-time in non-degree undergraduate course work chosen from the host institution's existing curriculum so that students have ample opportunity for substantive interaction with U.S. faculty and student peers, and exposure to U.S. academic and classroom culture. Participants must enroll in at least one course per semester in a U.S. Studies field, such as American history, literature or government. In addition, the host institution should provide instruction on what is required to succeed academically in the U.S., such as academic research and writing, critical thinking, time management, note-taking, and studying for and taking tests. This may take the form of a specific course or trainings outside of class.

B. Supervision and Support Services

Monitoring and Support
The proposal must demonstrate that the applicant can provide support services to Global UGRAD Program participants that reflect cultural understanding and sensitivities as well as effective communication skills to facilitate a successful exchange experience. Proposals should indicate whether program staff will be conversant in Spanish, French, or in a language of the East Asian participants.

The award recipient should verify participant enrollment in the approved program and resolve any initial placement and/or adjustment problems upon arrival at their host institution. The award recipient should ensure program participants have access to adequate academic and counseling services. The award recipient should monitor and evaluate the performance of Global UGRAD Program participants to ensure the participants' satisfactory progress in the achievement of academic goals, through means that include periodic campus visits, consultation with host advisors and campus program contacts, and review of academic reports. The award recipient should investigate and resolve academic problems in consultation with the Bureau.

In close consultation with the Bureau, the award recipient should assist participants, as required, in resolving issues such as personal or health emergencies and should provide counseling or make an appropriate referral if necessary. The proposal should also demonstrate the award recipient's ability to relocate students to a new host institution should extraordinary circumstances (e.g. the withdrawal of a host institution's participation mid-program) require.

Visas
The award recipient will provide oversight and management of participants' visa status. Using an ECA sponsored Exchange Visitor Program number the award recipient will issue DS-2019s in a timely fashion to allow PAS and Commissions sufficient time to secure visas for participants prior to their departure for the U.S. All Global UGRAD Program participants must receive a valid J-1 visa and must comply with J-1 visa regulations.

Health Benefits
The award recipient will enroll participants in the Bureau's Accident and Sickness Plan for Exchanges (ASPE) and assist in presenting claims to the designated health benefits agency. If a claim report does not bring results, the award recipient will contact the ECA Program Officer. The award recipient should clarify insurance coverage, procedures, and benefits as needed for Global UGRAD participants.

Participant Travel
The award recipient will provide ECA/A/E Program Officers with points of arrival in the U.S. for all participants and the Program Office will coordinate with PAS and Commissions to arrange participants' international travel and to facilitate pre-departure in-country logistics. The award recipient will arrange ground transportation for participants from the airport to the host institution upon arrival in the U.S., and from the host institution to the airport upon completion of the program. The award recipient should manage program participants' domestic travel arrangements to the re-entry workshop in accordance with the "Fly-America Act." (The Fly-America Act requires that all U.S. Government travel be on American flag carriers where such service is available.)

Placement
Students should be placed at accredited colleges and universities that will provide students with a supportive environment and personalized attention, including community colleges, Historically Black Colleges and Universities (HBCUs), and Hispanic-Serving Institutions (HSIs). In addition, host institutions should be selected on the basis of geographic diversity, their academic rigor, overall cost and ability to cost-share, and their ability to engage the students in the local community. Ideally no more than five participants per semester should be placed at one institution. If an applicant organization proposes to host more than five participants in a semester at one institution, the proposal should demonstrate how the organization will ensure maximum interaction with American student peers and lessen the likelihood that participants will interact predominantly with each other. The proposal should describe in detail how the placements will be made, including what measures will be taken to select appropriate institutions and secure tuition waivers and/or other cost share.

Throughout the administration of the fellowship program, the award recipient must comply with reporting and withholding regulations for federal, state, and local taxes as applicable. It must also present a plan for assisting participants to comply with Federal income tax regulations and for calculating appropriate amounts that must be withheld from students' grants in accordance with the Tax Reform Act of 1986.

C. Special Programs Management

U.S. Cultural Enrichment
The Bureau welcomes creative ideas for exposing participants to American institutions, such as discussion groups on U.S. issues, visits to political campaign offices and polling places, attendance at school board or city council meetings, exposure to American religious institutions, and civic-related volunteer work. The award recipient should work with host institutions to ensure that participants are exposed to the broad diversity of American culture, and an enrichment allowance will be available to enable participants to engage in campus, community, and regional activities of a cultural nature, such as concerts, plays, museum exhibits, cultural festivals, etc.

TOEFL Testing
To assess the need for pre-academic English language training, the award recipient will provide up to 265 TOEFL vouchers to PAS and Commissions to arrange for principal and alternate nominees to take the exam in their home countries.

Host Institution Selection
The proposal should describe in detail how the U.S. host institution competition will be conducted, including what measures will be taken to select appropriate high caliber institutions and secure tuition reductions and/or other cost sharing. The award recipient should seek to include residential two-year institutions among participating host institutions. The Global UGRAD Program is a cooperative effort of ECA, the award recipient, and the host institutions. The award recipient will be expected to strive for the greatest possible cost share of tuition and other resources, and should demonstrate a minimum 50 percent tuition cost share.

Pre-academic English Language Training
Select institutions to provide programs for pre-academic English language training. In consultation with ECA and as outlined in Section III, arrange placement and supervise students in appropriate English language programs. Monitor participants' progress in pre-academic programs and advise ECA if students need additional training before they start the academic residency portion of their programs.

Orientation/Re-entry Workshops in the United States
Pre-departure orientations will be arranged by the U.S. Embassies and/or Fulbright Commissions in country. These orientations will introduce students to U.S. undergraduate education, U.S. campus life, American culture and cultural adjustment, finances, health and safety, a review of scholarship terms and conditions, and a review of major requirements for the program. The award recipient will provide U.S. Embassies and/or Fulbright Commissions with a Pre-Departure Orientation Manual in advance of the orientations and with a Spanish translation for the WHA

participants.

Host institutions should provide an academic orientation for the participants at their university or college that will reiterate and expand upon the topics mentioned above, as well as introduce the participants specifically to the host institution and community. The award recipient should provide materials for such orientations that will ensure participants associate themselves with the Global UGRAD program.

The award recipient should propose re-entry workshops for all participants; one in the fall of 2014 for one-semester students, and one in the spring of 2015 for the full year and spring one-semester students. The workshop dates should be scheduled in consultation with the ECA program office. The re-entry workshops should address issues of "reverse culture shock," academic skills, alumni activities, and other re-entry considerations as appropriate.

Community Service
To ensure that students will be integrated as much as possible into the U.S. communities in which they will be living, students will be required to take part in community service activities. Students must provide 10 hours of volunteer service to local organizations during their scholarship program. They may not receive salaries, stipends, or wages for their volunteer service. The community service component should be mentioned in program advertisements and application materials.

Internships
The proposal should include a plan to provide all academic-year participants with an unpaid practical internship during the academic component of the program. Internships must be related to each participant's field of study and/or career plans. Participants should seek out opportunities on their own, but the award recipient will be asked to guide the students in their search. ECA will approve internships. The award recipient will be responsible for monitoring and evaluating the internship component of the program.

Follow-on Activities
Your proposal should provide a plan for continued follow-on activity (with minimal Bureau support) that insures that Bureau-supported programs are not isolated events. Alumni-tracking is critical for the evaluation of the program and for the implementation of worthwhile follow-on activities for alumni. ECA maintains a database of program alumni, and the award recipient will be required to provide quarterly data submissions via electronic data transfer to the ECA database that are compatible with and meet ECA database standards.

Proposed follow-on activities for alumni must be developed in close consultation with ECA and Public Affairs Sections or bi-national Commissions, must reflect the goals and objectives of the Global UGRAD Program, and must contribute to overall ECA goals to foster mutual understanding among the people of the target countries and the United States. Proposals should include an outline of, and timeline for, follow-on alumni programming, information on how it will be coordinated with existing alumni efforts, a description of how long-term linkages with alumni will be fostered and maintained, and a plan for how these efforts will be coordinated with ECA, PAS, or bi-national commissions where appropriate. Proposals also should include how

these activities will be integrated with initiatives for alumni of other ECA programs, rather than as isolated events. Alumni activities should be conducted with minimum financial support from ECA and demonstrate cost-sharing by the applicant organization. Please visit http://exchanges.state.gov/pro-admin.html and refer to the Proposal Submission Instructions (PSI) for additional information.

D. Fiscal Management

Proposals must demonstrate the existence of suitable financial systems to track, audit, and disburse Global UGRAD Program funds. The award recipient will be expected to prepare and submit interim, residual, and final financial reports, as directed by the Bureau, detailing expenditures, and to consult with the Bureau on the reprogramming of funds. Administration of these scholarships must be in compliance with reporting and withholding regulations for federal, state, and local taxes where applicable.

E. Program Projection, Reporting and Evaluation Services

Applicants must include a statement of goals and expected outcomes for the program, including how results will be measured, as necessitated by the Government Performance and Results Act (GRPA). Evaluation plans should include a plan for host campus representatives to evaluate the impact of the Global UGRAD Program on their campuses and local communities.

The award recipient should be able to develop and maintain a participant statistical database that records such information as bio-data, academic program, visa status, and participant accomplishments. The Bureau may request periodic reports related to the management of the exchange program.

III. REGION SPECIFIC GUIDELINES

A. East Asia and the Pacific

Pending the availability of FY 2014 funds, the Bureau will provide up to $1,675,000 to support 32 full academic-year and up to 33 one-semester scholarships for students from among the following countries in East Asia and the Pacific: Burma; Cambodia; China; Indonesia; Laos; Malaysia; Mongolia; Philippines; Republic of Korea; Thailand; Vietnam. Countries may be added or removed from this list to meet the overall needs of the program. In addition to the academic program requirements listed above, the award recipient should provide no less than 10 EAP participants with three months of intensive English language training in the United States prior to the start of the academic residency portion of the program, and provide other EAP participants with two to four weeks of intensive English language training in the United States as necessary.

Each participant will have a minimum TOEFL of 500 (or demonstrate the likelihood of achieving that score after pre-academic English language training), and must meet all other requirements of the institution where admission is being sought. Scholarships for participants

from the East Asia and the Pacific are available in all fields of study; however, PAS and bin-national Commissions have been informed about placement limitations for participants in clinical fields of study. All students will be accommodated in on-campus housing. Recruitment and nomination of candidates from East Asia and the Pacific will be conducted by PAS and bi-national commissions in collaboration with ECA and the award recipient as appropriate. However, the proposal should describe a comprehensive plan for maintaining a close working relationship with the ECA throughout the entire program cycle.

B. Western Hemisphere

Pending the availability of FY 2014 funds, the Bureau will provide up to $2,100,000 to support 30 full academic-year and up to 50 one-semester scholarships for eligible students from among the following countries in the Western Hemisphere: Costa Rica; Dominican Republic; El Salvador; Guatemala; Haiti; Honduras; Nicaragua; Panama; and Venezuela. Countries may be added or removed from this list to meet the overall needs of the program. In addition to academic program requirements listed above, proposals should budget to provide a minimum of 20 participants with three months of intensive English language training and 20 participants with six months of training, in the United States prior to the start of the academic residency portion of the program. The number of students placed in English language training programs will be determined by participant needs and the availability of funds.

Each participant will have a minimum TOEFL score of 500 (or demonstrate the likelihood of achieving that score after pre-academic English language training), and must meet all other requirements of the institution where admission is being sought. Scholarships for participants from the Western Hemisphere are available in all fields of study, however PAS have been informed about placement limitations for participants in clinical fields of study. All students will be accommodated in on-campus housing. Recruitment and nomination of candidates from the Western Hemisphere will be conducted by PAS and/or bi-national commissions in collaboration with ECA and the award recipient as appropriate. However, the proposal should describe a comprehensive plan for maintaining a close working relationship with ECA throughout the entire program cycle.

III. PROPOSAL CONTENTS

Applicants should submit a complete and thorough proposal describing the program in a convincing and comprehensive manner. Since there is no opportunity for applicants to meet with reviewing officials, the proposal should respond to the criteria set forth in the solicitation and other guidelines as clearly as possible.

Proposals should address succinctly, but comprehensively, the elements described below and must follow all formatting requirements.

NOTE: Proposals submitted through Grants.gov may only be submitted in the following formats:
- Microsoft Word
- Microsoft Excel

- Adobe Portable Document Format (PDF)
- ASCII Text
- Joint Photographic Experts Group (JPEG images)

Proposals must include the following items:

TAB A - Application for Federal Assistance Cover Sheet (SF-424)

TAB B - Executive Summary
In one double-spaced page, provide the following information:
1. Name of organization/participating institutions
2. Beginning and ending dates of the program
3. Nature of activity
4. Funding level requested from ECA, cost sharing from applicant, cost sharing from other sources, and total program cost
5. Scope and Goals
   a. Number and description of participants
   b. Wider audience benefiting from program (overall impact)
   c. Geographic diversity of program, both U.S. and overseas
   d. Fields of study covered
   e. Anticipated results (short and long-term)

TAB C- Program Narrative/Calendar of Activities
In no more than 20 double-spaced, single-sided pages, provide a detailed description of the program addressing the areas listed below.
1. Vision (statement of need, objectives, goals, benefits)
2. Participating Organizations
3. Program Activities (advertisement, recruitment, orientation, academic component, cultural program, participant monitoring)
4. Program Evaluation
5. Follow-on
6. Project Management
7. Work Plan/Time Frame

TAB D - Budget Submission
1.) Budget Information – Non-Construction Programs (SF-424A)
2.) Detailed Budget

In addition, proposals must include a comprehensive budget narrative clearly demonstrating how costs were derived. Program activity will begin on or about January 1, 2014, and end on or about December 31, 2015. This award is eligible for two renewals, pending performance and the availability of funds. ECA reserves the right to reduce, revise, or increase proposal budgets in accordance with the availability of funds and the needs of the program.

As with other exchange programs, ECA is committed to containing costs consistent with overall program objectives and sound management. The proposed budget should be separated into the following two categories: program expenses and administration costs.

All students must be enrolled in the ECA-funded health benefits program, Accident and Sickness Policy for Exchanges (ASPE). Funding for the ASPE benefits will be provided separately from the UGRAD budget of the cooperative agreement. The award recipient may include an additional line item to purchase supplemental insurance for students attending a U.S. university that has mandated its own insurance for students or that does not accept ECA insurance. ASPE provides for limited accident and sickness coverage, medical evacuation and repatriation of remains for all students for the duration of the exchange program. The Bureau will provide the award recipient with the software/web-based applications, health benefits ID cards, brochures, instructions and forms necessary to manage the health benefits enrollment for the students. The award recipient will assist in presenting claims to the ASPE administrator and consult with the Bureau on student participant health issues that may affect successful completion of individual programs. The award recipient must utilize a system that assigns a unique ID number to each grantee for the purposes of health benefits enrollment. This unique ID number must further include a specific number (assigned to the award recipient) that identifies the student participants particular to that organization.

Award-funded expenditures may include, but are not limited to, the items listed below. The program budget narrative should cite areas in which economies of scale beyond ECA allowable costs can be achieved and document the proposed cost sharing in the most concrete way possible. Administrative and program costs must be cost shared to the greatest extent feasible. Administrative costs must be kept as reasonable and low as possible.

PROGRAM EXPENSES

- As specified in "Region Specific Guidelines," pre-academic ESL training costs including, but not limited to, room and board, instructional fees, and use of facilities. A special effort should be made to limit these costs (both overall and per fellow) as much as possible.
- Re-entry workshop costs, including but not limited to domestic travel, room and board, travel allowance, instructional fees, additional staff costs, use of facilities, field trips, special events, guest lectures, etc.
- Up to 265 TOEFL Vouchers.
- Tuition, room, board for academic program.
- School break maintenance costs, including maintenance for any period between workshop sessions and academic programs.
- Monthly stipend.
- Incidental expenses for participants.
- Educational materials, which includes a book allowance per semester.
- Cultural Enrichment allowance.
- Withholding for taxes, if necessary.

ADMINISTRATION COSTS

- Staff salaries and fringe benefits (each staff member and his/her position must be listed separately, including the percentage of his/her total time spent on this program and duties

performed on *behalf* of the program. Proposed salaries and time on task must be certified as true and accurate representations of actual costs and percentage of time;

- Staff travel and per diem;
- Communication costs (fax, telephone, equipment, postage – including international shipping of DS2019s and other pre-program materials, etc.);
- Administration of tax withholding and reporting as required by Federal, State, and local authorities and in accordance with relevant tax treaties;
- A-133 Audit fees if not included in the indirect cost pool;
- Other direct costs;
- Indirect costs (per OMB Circular A-122, Cost Principles for Non-Profit Organizations, Organizations receiving more than $10 million in Federal funding of direct costs in a fiscal year must break out the indirect cost component into two broad categories, Facilities and Administration, as defined in subparagraph C.3).

AUDITS

The applicant organization's proposal shall include the cost of an audit that:

(1) Complies with the requirements of OMB Circular No. A-133;
(2) Complies with the requirements of the American Institute of Certified Public Accountants (AICPA) Statement of Position (SOP) No. 92-9; and
(3) Includes review by the recipient's independent auditor of a recipient-prepared supplemental schedule of indirect cost rate computation, if such a rate is being proposed.

The audit costs shall be identified separately for:
(1) Preparation of basic financial statements and other accounting services;
(2) and, the Preparation of the supplemental reports and schedules required by OMB Circular No. A 133, AICPA SOP 92-9, and the review of the supplemental schedule of indirect cost rate computation.

TAB E
Resumes
Resumes of all program staff should be included. No resume should exceed two pages.
Letters of endorsement

TAB F

1. Copy of IRS notification of current tax-exempt status

2. First time applicant organizations and organizations which have not received an assistance award (grant or cooperative agreement) from the Bureau during the past three (3) years, must submit as an attachment to this form the following: (a) one copy of their Charter OR Articles of Incorporation; (b) a list of the current Board of Directors; and (c) current financial statements. Note: The Bureau retains the right to ask for additional documentation of those items included on this form.

3. SF-424B, "Assurances - Nonconstruction Programs".

4. **Please note:** Effective January 7, 2009, all applicants for ECA federal assistance awards must include in their application the names of directors and/or senior executives (current officers, trustees, and key employees, regardless of amount of compensation). In fulfilling this requirement, applicants must submit information in one of the following ways:

> Those who file Internal Revenue Service Form 990, "Return of Organization Exempt From Income Tax," must include a copy of relevant portions of this form.

> Those who do not file IRS Form 990 must submit information above in the format of their choice.

In addition to final program reporting requirements, award recipients will also be required to submit a one-page document, derived from their program reports, listing and describing their award activities. For award recipients, the names of directors and/or senior executives (current officers, trustees, and key employees), as well as the one- page description of award activities, will be transmitted by the State Department to OMB, along with other information required by the Federal Funding Accountability and Transparency Act (FFATA), and will be made available to the public by the Office of Management and Budget on its USASpending.gov website as part of ECA's FFATA reporting requirements.

5. Include other attachments, if applicable, i.e. the SF-LLL form, etc.

REVIEW PROCESS

Eligible proposals will be subject to compliance with Federal and Bureau regulations and guidelines and forwarded to Bureau grant panels for advisory review. The proposal may also be reviewed by the Office of the Legal Adviser or by other Department elements. Final funding decisions are at the discretion of the Department of State's Assistant Secretary for Educational and Cultural Affairs. Final technical authority for assistance awards (grants or cooperative agreements) resides with the Bureau's Grants Officer. The Bureau reserves the right to reduce, revise, or increase proposal budgets in accordance with the needs of the program and availability of funds.

The submission will be reviewed with the following review criteria in mind:

1. <u>Quality of the program idea</u>: Proposals should exhibit originality, substance, precision, and relevance to the Bureau's mission.

2. <u>Ability to achieve program objectives</u>: Detailed agenda and relevant work plan should demonstrate substantive undertakings and logistical capacity. Agenda and plan should adhere to the program overview and guidelines described above. Objectives should be reasonable, feasible, and flexible. Proposals should clearly demonstrate how the award recipient will meet the program's objectives and plan.

3. <u>Multiplier effect/impact</u>: Proposed programs should strengthen long-term mutual understanding, including maximum sharing of information and establishment of long-term institutional and individual linkages.

4. <u>Support of Diversity</u>: Proposals should demonstrate substantive support of the Bureau's policy on diversity. Achievable and relevant features should be cited in both program administration (selection of participants, program venue and program evaluation) and program content (orientation and wrap-up sessions, program meetings, and resource materials).

5. <u>Institution's Record/Capacity</u>: Proposals should demonstrate an institutional record of successful exchange programs, including responsible fiscal management and full compliance with all reporting requirements for past Bureau awards as determined by Bureau Grants Staff. Proposals should demonstrate capacity to place students at geographically diverse, accredited small colleges and universities that can provide students personalized attention. Proposed personnel and institutional resources should be adequate and appropriate to achieve the program or project's goals. The Bureau will consider the past performance of prior recipients and the demonstrated potential of new applicants.

6. <u>Project Evaluation and Follow-on</u>: Proposals should include a plan to evaluate the activity's success, both as the activities unfold and at the end of the program. A draft survey questionnaire or other technique plus description of a methodology to use to link outcomes to original project objectives are recommended. Proposals should also provide a plan for continued follow-on activity (with minimal Bureau support) which insures that Bureau supported programs are not isolated events.

7. <u>Cost-effectiveness/Cost-sharing</u>: The overhead and administrative components of the proposal, including salaries and honoraria, should be kept as low as possible. All other items should be necessary and appropriate. Proposals should maximize cost-sharing through other private sector support as well as institutional direct funding contributions.

8. <u>Value to U.S.-Partner Country Relations</u>: Proposed projects should receive positive assessments by the U.S. Department of State's geographic area desk and overseas officers of program need, potential impact, and significance in the partner countries.

<u>ADHERENCE TO ALL REGULATIONS GOVERNING THE J VISA</u>

The Bureau of Educational and Cultural Affairs places critically important emphases on the security and proper administration of Exchange Visitor (J visa) Programs and adherence by award recipients and sponsors to all regulations governing the J visa. Therefore, proposals should demonstrate the applicant's capacity to meet all requirements governing the administration of Exchange Visitor Programs as set forth in 22 CFR 62, including the oversight of Responsible Officers and Alternate Responsible Officers, screening and selection of program participants, provision of pre-arrival information and orientation to participants, monitoring of

participants, proper maintenance and security of forms, record-keeping, reporting and other requirements.

ECA or the award recipient (program office: please specify which) will be responsible for issuing DS-2019 forms to participants in this program. A copy of the complete regulations governing the administration of Exchange Visitor (J) programs is available at http://J1visa.state.gov or from:

Office of Designation, Private Sector Programs Division
U.S. Department of State
SA-44, Suite 668
301 4th Street, SW
Washington, DC 20547

APPLICATION SUBMISSION

The RFGP indicates the date the complete proposal is due and the manner in which proposals must be submitted. There are NO EXCEPTIONS to this deadline.

For further information regarding this program or the competition, call Mary Evans, Office of Academic Exchange Programs; at 202-632-3276; Fax: 202-632-9411; email: evansme@state.gov.